



*Training Solutions for Transportation Excellence*

**To: NHI CONTRACTORS**

**From: NHI Training Program Managers (TPM)/Contracting Officer Technical Representatives (COTR)**

**Re: Use of NHI Style and General Standards Guide, Instructor-Led Training Standards Guide (ILT), Web-Based Training Standards Guide (WBT), and Web Conferencing Training Standards Guide (WCT)**

NHI Contractor,

The NHI Style and General Standards Guide along with the ILT, WBT, and WCT guides were developed to give our NHI contractors guidance in developing our training curriculum. These guides will provide detailed instructions for ILT, WBT, and WCT training development.

The guides address: courseware types (ILT, WBT, and WCT), style, grammar, punctuation guidelines, numbers, as well as guidance to writing clear learning outcomes for course materials. To view samples and access development templates, contractors may visit the NHI Web site for more information.

NHI expects significant contribution from experienced and credentialed instructional systems designers (ISD) on every course development project.

We acknowledge that, occasionally, the stylistic requirements of a specific course may be in conflict with NHI's typical style and standards recommendations.

In those cases where instructional integrity or technical content would be compromised or diminished, contractors are expected to discuss instructional design concerns, and make recommendations about style and standards, with the Contracting Officer's Technical Representative (COTR) assigned to the course.

If you have any questions about the NHI Style and General Standards Guide or the change request process, please consult your COTR.

Thank you,  
NHI Training